College of Business & Economics
Policy on Missing Classes and Missing Other University Obligations

Additional information on “Class Meetings” and “Faculty Attendance” may be found in:
http://catalog.csueastbay.edu/content.php?catoid=19&navoid=12733
https://www.csueastbay.edu/facultydevelopment/faqs.html

Obligations from Union Contract

The CBA explicitly outlines three ways in which a faculty member can miss classes:

First, faculty are entitled to one "personal holiday" (to be taken on a non-teaching day) each academic year.
Second, faculty are entitled to sick leave under specified conditions (Article 24.10 of the CBA outlines the conditions).
Third, faculty are entitled to leaves of absence with (Article 23 CBA) or without (Article 22 CBA) pay.

The CBA implicitly allows faculty to miss classes for professional development, including conferences (Article 25.1.e CBA): “short-term absence with pay for approved conferences, workshops and other professional meetings”

In all cases absences must be approved by the appropriate administrator, usually the Department Chair.

CBE Operational Definition

In addition to missed classes, CBE defines absences to include other university obligations such as weekly office hours, committee meetings, and department meetings.

The approval procedure for shortened or missing classes and other university obligations is:

1. Unplanned absences **must** be reported to, and approved by, the appropriate administrator at the earliest possible time. Approved sick leaves absences must also be reported to CBE human resources.
2. Planned absences **must** be reported to, and approved by, the appropriate administrator with sufficient lead time. Approval can only be granted by appropriate administrators. Approved personal holidays must also be reported to CBE human resources.
3. Curtailment of a class meeting in substantial portion, which amount to 20% or more of the scheduled class meeting hour(s) including break time, must be reported to, and approved by, the appropriate administrator at the earliest possible time.
4. Classes missed or shortened for any reasons must be covered in an appropriate fashion. The faculty can either hire a qualified substitute (at their own expense) or videotape their lecture and have it shown.

5. Any substitute arrangements of short duration, even those with a university colleague, must be reported to, and approved by, the appropriate administrator.

6. Finals week is considered as part of the academic term. Classes must be held during this period, and faculty absences from class during final exam times must be approved before the fact.

7. Travel for professional reasons (e.g., attending professional meetings) must be approved by the appropriate administrator and by the dean’s office using a travel authorization form. Generally, this request will not be granted if the faculty receives an honorarium (or any other payment) for services while missing university obligations.

8. Personal Holiday or sick leave must be used if an absence involves non-University reason.

9. Both planned and unplanned cancellation and curtailment of classes must be reported using the appropriate form in the attached.

10. Absence without notice and approved leave for 5 consecutive days can lead to dismissal under the California Education Code 89541 (CSUEB Faculty Handbook).
NOTICE OF ABSENCE FROM CLASS/CLASS CANCELLATION *

Absence from class for any reason should be reported on this form. Absence from class for reasons other than illness or emergency requires prior permission from the Department Chair. Informal voluntary substitution by a University colleague is permissible, but requires prior permission from the Chair. Classes should be canceled only in exceptional circumstances, and normally appropriate alternative assignments/activities should be provided.

Please complete the following information and submit this form to the Department Chair as early as possible before the anticipated absence from class, if absence was due to illness or emergency (or as soon thereafter as possible).

Name

Class

Date(s) of Absence

Reason for Absence

Arrangement for Class(es) Missed (Name of Substitute OR Alternative Assignments/Activities, if applicable):

Signature

Date

Received by Chair (Signature)

Date

* This form is not required for use of personal holiday that is taken upon mutual agreement of the faculty member and appropriate administrator. In cases of absence involving University-related travel, this form is not a substitute for the standard travel authorization form.
NOTICE OF SHORTENED CLASS MEETING FORM

Curtailment of a class meeting of 20% or more of a scheduled class meeting including break time for any reason should be reported on this form, as it may result in shortage of the Course Credit Hour.* Shortening of class meeting hours for reasons other than illness or emergency requires prior permission from the Department Chair. Informal voluntary substitution by a University colleague is permissible, but requires prior permission from the Chair. Curtailment of classes should be only in exceptional circumstances, and normally appropriate alternative assignments/activities or additionally scheduled instruction should be provided.

Please complete the following information and submit this form to the Department Chair as early as possible before the anticipated curtailment of class, if it was due to illness or emergency (or as soon thereafter as possible).

Name ____________________________________________
Class ________________________________________________
Date(s) and hours of Curtailment ____________________________
Reason for Shortened Class(es):

Arrangement for Class(es) shortened (Name of Substitute OR Alternative Assignments/Activities, Alternative meeting schedule if applicable):

__________________________________________________________
Signature ________________________________________________
Date ______________________________

Received by Chair (Signature)
__________________________________________________________
Date ______________________________

*For details on Course Credit Hour Policies, please see:
WASC Requirement: https://www.wscuc.org/content/credit-hour-policy
CSU Definition of Credit Hour: https://csuii.calstate.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=01E879DA-5056-BA1F-7216FE7D6C361227&Link_ID=8529B62F-5056-BA1F-7476668D427EFDEC
CSUEB Credit Hour Policy: http://catalog.csueastbay.edu/content.php?catoid=19&navoid=1273